



Community Development Department

May 27, 2015

RE: Sewer Service Extension or Hookup Requiring a HASS Plan Conformance Letter

To Whom It May Concern:

The St. Croix County Planning and Zoning Department, as the Designated Planning Agency, reviews all proposed sewer service extensions or hookups for conformance with the Hudson Area Urban Sewer Service Plan for 2020 (HASS Plan). The St. Croix County Planning and Zoning Department is required to review all public sewer service extensions; all sewer hookups for new residential developments, greater than two dwelling units; and all new commercial and industrial developments. Staff will review all submissions for conformance with the HASS Plan, specifically ensuring the proposed extension or hookup does not infringe on an environmental corridor and is within the sewer service area.

Applicants for sewer extension or hookup should submit the following materials to the St. Croix County Planning and Zoning Department, Attention Amanda Engesether, three weeks prior to final plan approval by the City of Hudson or Village of North Hudson:

1. A letter or e-mail containing the project name, project location and project owner(s). The letter should clearly state whether the request is for review of the sewer service extension for the Wisconsin Department of Natural Resources (WDNR) or the sewer service hookup for the Department of Safety and Professional Services (WDSPS) or both. The letter should also identify any agent acting for the owner and where and to whom replies should be sent.
2. A plan map(s) showing the location of the proposed sewer extension or hookup and the project service area, with acreages or dimensions, number of lots, size of buildings, etc.; existing two-foot contours for the site and grading plans; and any water or wetland features.
 - a. Additional site-specific information may be requested from the local municipality or developer if there is any concern or question that the proposed hookup/extension will infringe on an environmental corridor as delineated on the official review maps. This information, along with the environmental corridor criteria from this plan, will be used to make a recommendation on the proposal.
3. The plan map should also include location information such as: adjacent streets, waterbodies, parks, businesses, etc. to facilitate an onsite inspection.

If the sewer extension/hookup is in conformance with the HASS Plan, the Planning and Zoning Department will send a HASS Plan Conformance letter to the applicant within 15 days of receipt of the project materials. A copy of the HASS Plan Conformance letter, along with other materials required by NR110 or COM82, must be submitted by the applicant to the WDNR or WDSPS for final review and approval of the sewer extension or hookup.

If the proposed extension/hookup is not in conformance with the HASS Plan, the Planning and Zoning Department will send a non-conformance letter to the applicant within 15 days of receipt of the project materials. If the applicant wishes to pursue the sewer extension/hookup, he/she has two alternatives:

1. The proposed extension/hookup can be brought into conformance and resubmitted for review.
2. The applicant can seek to amend the HASS Plan to bring the proposed extension into conformance. If the HASS Plan is amended, the applicant must notify the St. Croix County Planning and Zoning Department that he/she wishes to have the proposed extension/hookup reevaluated.

Please contact me, at 715-386-4672 if you have questions or require further information.

Sincerely,

Amanda Engesether, Senior Planner